

TEST 1

UNIT 7

Working with words

1- Choose the correct answer.

Journalist Will the fact that so many companies are now outsourcing ¹*lead to* / *free up* major job losses over here?

Politician Certainly jobs in ²*infrastructure* / *sectors* such as telecommunications and IT could be affected.

Journalist But this means ³*skilled* / *offshore* workers are out of work. Where will they find new jobs?

Politician Well, of course, companies will retain their core ⁴*activities* / *facilities* which will always need well-qualified people with ⁵*expertise* / *growth*. I also want to add that outsourcing is necessary for companies to ⁶*gain* / *get through* a competitive edge. Without ⁷*streamlining* / *achieving* their operations they won't survive in the global economy.

Business communication skills

2- Complete these sentences with words from the list.

turn notice look move show send leave mention relates see

- 1 Statistics _____ that export growth is at 5% this year.
- 2 You will _____ on this chart how many jobs have been lost.
- 3 Have a _____ at these figures.
- 4 A further point to _____ is that Bangalore has a highly-trained workforce.
- 5 Let's _____ our attention to the effects of this.
- 6 Looking at this slide, we can _____ the reason for the fall.
- 7 We've looked at India, so let's _____ on to China.
- 8 This next part _____ back to what I was saying earlier.
- 9 Before I go today, I'd like to _____ you with some food for thought.
- 10 The message I'd like to _____ you away with today is this.

Language at work

3- Rewrite these sentences using the passive or active form.

- 1 A business award has been given to him.

He _____.

- 2 We expect he will leave straightaway.

It is _____.

- 3 You are being fired. I have made the final decision.

You are being fired. The final decision _____.

- 4 Sue still hasn't fixed the problem with all the computers.
The problem with all the computers _____.
- 5 Everyone knows that the CEO will retire next year.
It _____.
- 6 Employees will answer all customer complaints within five working days.
All customer complaints _____.
- 7 Somebody locks up the warehouse at ten.
The _____.
- 8 You were phoned while you were out.
Somebody _____.
- 9 They are promoting you to office manager.
You _____.

UNIT 8

Working with words

4- Choose the correct answer from the words in *italics*.

- They're offering people over 55 the chance to take early *retirement* / *redundancy*.
- They've asked me to move to Sales, but it seems like a *transferable* / *sideways* move.
- Many women in my position reach a *corporate* / *glass* ceiling and can't go any further.
- If I take this course, it's a quick way to *update* / *train* my computer skills.
- It's only a temporary *secondment* / *relocation* for six months while a colleague goes on maternity leave.
- 1,300 workers have been *laid off* / *unemployed* from a factory in Marseille.
- To *appoint* / *retain* our key staff, it may be necessary to offer additional incentives.
- We found that bringing in flexitime reduced staff *development* / *turnover* and in fact increased applications from skilled people.
- Many employees prefer plenty of job *mobility* / *vacancy* to staying in one place for the whole of their career.
- In order to get *in* / *on* in life, it's who you know, not what you know.

Language at work

5- Complete these sentences with the correct form of the verbs in brackets to make first or second conditionals.

- If I ask Lisa, you _____ (ask) Tish.
- But if I _____ (give) you my best people, who would I have left?
- We _____ (not / have) a high turnover, if we paid a decent salary.
- If we decide before Friday, then everyone _____ (know) by Monday.
- What _____ (you / offer) if I could pay you in cash?

6- Choose the correct answer from the words in *italics*.

- 1 I won't do anything *supposing that* / *unless* everyone wants me to.
- 2 *In case* / *As long as* you keep quiet about your deal, no one else will ask about a remuneration package.
- 3 *Provided that* / *Unless* I have use of IT support all next week, there'll be no problems with installing the new software.
- 4 *Supposing* / *In case* we stretch the budget, then we can take on a trainee.